

TRAVEL/ TRAINING AUTHORIZATION

Objective: To establish County procedures regarding employee travel to events or meetings outside of the County Policy Number: 01-03

Reference: County Administrator's Office(For amounts allowable as reimbursement, see current CSEA/County agreement and Policy 04-10.) Modified Date: February 18, 1992

May 4, 2004

Policy: Attendance at Conference and Training Events held outside the County must be authorized in advance. Resolution #: 109 June 1, 2004

Procedure: Department: Finance

A. Travel expenses will be reimbursed to County employees and members of boards appointed by the County Legislature who are traveling on county business outside of Tompkins County. The responsibility for authorizing and monitoring travel rests with department heads. It is the responsibility of each department head to manage travel expenses within available resources.

B. All travel shall be approved in advance by the department head. Attendance at any meeting, conference, or training event out of the county requires an approved Travel Authorization Form signed by the department head. Any Purchase Order Request submitted in advance of travel for registration or hotel accommodations must be approved by the department head. Payments on such Purchase Orders will require an approved Travel Authorization Form to accompany the payment voucher.

C. All air travel by County employees and/or vendors using commercial airline on County Business at County expense shall utilize the Tompkins Regional Airport if financially reasonable and logistically practical. Travel costs within \$200.00 of competing regional airports shall be considered financially reasonable.

D. Meetings, training events, and conferences held within the County which last less than a day will not require a Travel Authorization Form to accompany request for reimbursement. Department head approval of such expense vouchers will be sufficient evidence of authorization.

E. Travel by members of Advisory Boards appointed by the County Legislature who are traveling on county business shall be authorized by the appropriate department head or Legislative Committee responsible for such Advisory Board.

F. The Chair of the Legislature shall authorize travel by members of the Legislature.

G. Attendance and travel time for conference and training events are considered regular work time and shall not result in additional overtime compensation or accrual of Compensatory Time unless specifically approved by the department head.